



Wisconsin Department of Public Instruction
**LIBRARY SERVICES AND TECHNOLOGY
ACT (LSTA) APPLICATION**
PI-2440-A (Rev. 04-01)

INSTRUCTIONS: Do not copy back to back. Submit 8 copies (4 for applications in noncompetitive categories), including one with original signatures, of the completed application to:

**PEG BRANSON
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION FOR LIBRARIES, TECHNOLOGY, AND COMMUNITY LEARNING
P.O. BOX 7841
MADISON, WI 53707-7841**

Category *Check one*

- | | |
|--|---|
| <input type="checkbox"/> Special Needs Youth—Systems/Milwaukee/DOC (noncompetitive) | <input type="checkbox"/> State Institution Coordination |
| <input type="checkbox"/> Special Needs Youth—Public Libraries/Institutions (competitive) | <input type="checkbox"/> Delivery Services |
| <input type="checkbox"/> Shared Automation Systems (competitive) | <input type="checkbox"/> Other <i>Specify</i> : |
| <input type="checkbox"/> System Technology Projects (noncompetitive) | |

DPI Use Only

I. GENERAL INFORMATION

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| 1. Applicant Agency <i>Library, System, Other Organization</i> | 2. Principal Officer of Applicant Agency Board President, Head of Institution |
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| 3. Project Administrator <i>Designate only one person</i> | 4. Telephone <i>Area/No.</i> |
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| 5. Address <i>Street, City, State, Zip</i> | 6. E-Mail Address |
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| 7. <i>For libraries that are not county libraries or library systems:</i> Name of school district in which the central public library building is located |
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| 8. Head Librarian or System Administrator | 9. Telephone <i>Area/No.</i> |
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| 10. Address <i>Street, City, State, Zip</i> |
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| 11. Project Title <i>Brief title descriptive of project</i> | 12. Estimated Number of People to be Served by Project |
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|---|-----------------------|-----------------------------|
| 13. Federal Congressional District(s) Within Area to be Served by Project <i>List by Number</i> | 14. County and System | 15. Federal Funds Requested |
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II. SIGNATURES

WE, THE UNDERSIGNED, CERTIFY that this project application will be the basis for the operation and administration of the project for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Division for Libraries, Technology, and Community Learning requires. *At least one copy of the application form must have original signatures.*

Signature of Principal Officer of Applicant Agency (person who has legal authority or is designated to act on behalf of an organization)	Date Signed <i>Mo./Day/Yr.</i>
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Signature of Designated Project Administrator	Date Signed <i>Mo./Day/Yr.</i>
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III. CERTIFICATION COVERING DEBARMENT

Must be submitted for discretionary projects only. However, agencies receiving funds under any of the other grant programs must collect this certificate whenever they enter into a covered transaction with a grantee. (Refer to instructions for more information.)

Certification Regarding

Debarment, Suspension, Ineligibility, and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, *Federal Register* (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to whom this proposal is submitted.

1. The prospective lower tier participant(s) certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

LEA/Agency/Company Name

Name and Title of Authorized Representative

Signature



Date Signed *Mo./Day/Yr.*

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (202-786-0688).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

IV. RELEVANCE TO LSTA CATEGORY

Explain why you think this project fits the LSTA category in which you are applying for funds. *Limit response to this section.*

V. ABSTRACT

Summarize your project proposal, using key points from the application form. Limit response to this section. (If your project is funded, this summary will be included on the LSTA website and made available upon request.)

Applicant Agency

County and Public Library System

Application Category

Total Federal Funds Requested

\$

VI. NEEDS ASSESSMENT*Maximum Points: 15*

Describe the need or problem that generated this project. Include supporting documentation on your community, your library, and the clientele to be served by the project, including such information as demographic data (e.g., age, educational level, income level, literacy level, disabilities), results of surveys, professional opinions, community input, and the results of previously funded LSTA projects.

VII. PLANNING PROCESS AND PARTICIPATION AND RELEVANCE TO PLANNING DOCUMENTS*Maximum Points: 15*

- A. **Process:** Describe the process of planning the project.
- B. **Participation:** Tell who was involved in planning the project, including potential users of the service and any participating groups or agencies that will be involved in the project. Letters of support, if any, should reflect the agencies' understanding of their role in the project.
- C. **Documents:** Explain how the project is relevant to your institution's planning documents.
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VIII. GOALS AND OBJECTIVES*Maximum Points: 10*

List the project goals and objectives designed to meet the need or problem identified. A goal provides general direction for the purpose of the project and addresses what is to be done and for whom. The project objectives are the desired end results or outcomes of the project. Outcomes reflect the impact of the project on the target audience and describe desired changes or improvements in skills, attitudes, behaviors, knowledge, status, or life condition because of the project.

IX. IMPLEMENTATION*Maximum Points: 20*

- A. List the activities to be performed—what will be done, how it will be done, by whom, and what materials/equipment/contracts will be needed. Implementation should reflect the involvement of participating community agencies and institutions.
- B. Include a timetable for activities.

Special Needs Youth projects only

- C. Describe how your library or system will market the services and resources generated by this project to potential users in the service area.
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X. EVALUATION*Maximum Points: 15*

Describe how the project will be evaluated. The evaluation should be based on the desired results or outcomes identified in the goals and objectives of the project and should include indicators or measures of accomplishments, changes, or gains. The tools used for measurement, such as surveys, records, and reports, should be indicated. The evaluation should reflect the involvement of participating agencies.

XI. BUDGET
Maximum Points: 15

A. Budget Summary (to be completed in conjunction with Budget Narrative, page 10).

Complete the following chart. Include amounts for LSTA and local funds allocated in support of the project. There is no requirement that LSTA funds be matched with local funds. However, both local funds and LSTA funds for the project will be taken into consideration when evaluating the budget. Local funds may include both existing and new budget items for direct expenditure on the project. For this purpose, existing or in-kind budget items may include such items as space, equipment, salaries, fringe benefits, supplies, and other related costs.

Federal funds received by public libraries must be deposited with the library's municipality per s. 43.58(2), Wis. Stats. Federal audit requirements must be met.

Budget Item	Local Funds <i>Round off to nearest dollars</i>	LSTA Funds <i>Round off to nearest dollars</i>
Salaries and Wages		
Employee Benefits		
Library Collection		
Contractual Services		
Other Operating Expenditures <i>(travel, supplies, other)</i>		
Capital Expenditures <i>(equipment and other major nonrecurring expenditures)</i>		
TOTAL	\$0	\$0

XII. BUDGET (continued)*Maximum Points: 15*

- B. **Budget Narrative:** Outline the project budget in narrative form under the following categories. If *both* local and LSTA funds will be used, please specify by source within the categories. Explain how the various budget items are applicable to the proposed project.

If your project will result in a product (handbook, catalog, etc.) of value beyond your service area, copies of the product should be made for every library system in Wisconsin. If applicable, include funds in the budget for dissemination of such products.

1. Salaries, wages, and employee benefits. List all full- and part-time staff in the budget. Indicate salaries per hour, fringe benefits, and the total amount of time to be spent on the project for each employee. Indicate the role of each employee in relation to the proposed project.
 2. Library Collection—print, serials, electronic, AV: *Indicate formats, approximate number, average cost, and purpose.*
 3. Contractual services: *Indicate purpose; list consultant and other services here.*
 4. Other Operating Expenditures: *Indicate number and purpose of trips, and estimated expenditures; indicate specific expenses for supplies and office expenses and purposes.*
 5. Capital Expenditures: *Indicate the type of equipment or other materials to be purchased, rented or leased, average cost, and purpose.*
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